

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 70-00.B

Subject:

Date: 09\08\97

Sunset Review: 09\08\2000

LOST, FOUND, AND ABANDONED
PERSONAL PROPERTY

1. PURPOSE. This directive publishes the policy and responsibilities for handling lost, found, and abandoned personal property at the Federal Law Enforcement Training Center (FLETC).

2. SCOPE. This policy applies to all personal property lost, found, and/or abandoned on any FLETC facility. The Washington and Artesia Operations Offices will assign local responsibilities and procedures for handling lost, found, and abandoned personal property.

3. CANCELLATION. FD 70-00.B, Lost and Found Personal Property and Abandoned Vehicles, dated February 9, 1990, is superseded.

4. REFERENCES.

- a. Title 41 CFR 101-48.102, Abandoned or Other Unclaimed Property.
- b. FD 70-03.A, Personal and Real Property Management.
- c. Federal Property and Administrative Services Act of 1949, Section 203(m).
- d. 40 U.S.C. 484(m).

5. DEFINITIONS. Property means all personal property, including but not limited to vessels, aircraft, distilled spirits, wallets, jewelry, and credentials.

6. POLICIES.

a. Found, abandoned, or lost property should be turned into either the Security Services Contractor or the Security, Safety, and Environmental Division (SSE). The property will be held for the period outlined below. Property not claimed within the time period indicated will either be utilized by the FLETC or disposed of by the Property Management Division (PMD) in accordance with Federal Property Management Regulation 41 CFR 101-48.102.

b. Abandoned or other unclaimed property, subject to the provisions of Section 203(m) of the Federal Property and Administrative Services Act of 1949, as amended (40 U.S. C. 484(m)), shall remain in the custody of and be the responsibility of the agency finding such property. The property shall be held for a period of 30 days

from the date of finding such property. Upon expiration of this 30-day period, title to such property vests in the United States; that title reverts to the owner where a proper claim is filed by the owner prior to official use or transfer for official use and, if there is no official use or transfer for official use, prior to sale of the property. After 30 days, the owner should contact the PMD.

7. RESPONSIBILITIES.

a. Any person who finds lost or abandoned personal property shall deliver or report the property to either the Security Services Contractor or SSE or call extension 2461 and ask that the property be picked up.

b. Dormitory Management contractor staff who find articles of personal property in dormitory rooms after students depart or in other FLETC facilities shall deliver them to the SSE on Wednesday of every week. Prior to delivery to SSE, the person(s) delivering shall tag and mark the article with the date, time, dormitory and room number, and other pertinent information which will be used to identify the owner(s).

c. Uniform Issue and Laundry Services contractor staff who find articles of personal property in issued clothing, gym lockers, locker rooms, Building 252 and Building 28, shall deliver them to the SSE on Wednesday of every week. Prior to delivery to SSE, the person(s) delivering shall tag and mark the article(s) with the date, time, locker number, and any other pertinent information which will be utilized to identify the owner(s).

d. Security Services Contractor.

(1) Upon receipt of lost/abandoned articles, the Security Services Contractor will make an appropriate entry in the Security Police Daily Log, store the item(s) in a secure area, and complete the receipt section of Form 0-SAF-4, Lost/Found, Receipt/Disposition.

(2) If ownership can be readily established the Security Services Contractor will notify the owner. Unclaimed property will be maintained until the next duty day and then transported with a completed Form 0-SAF-4 to the SSE.

(3) The disposition section of Form 0-SAF-4 will be completed by the Security Services Contractor when items are claimed by the owner or released to SSE.

e. Owners of lost, found, or abandoned property can obtain information or claim property at either the Security Services Contractors office or at the SSE office.

f. The SSE shall process the Survey Report in accordance with Federal Property Regulation 41 CFR 101-48.102, and forward it and the item(s) to the PMD.

g. The PMD will survey and process the property received in accordance with appropriate disposal practices.

8. OFFICE OF PRIMARY INTEREST. Security, Safety and Environmental Division, Office of Administration.

Charles F. Rinkevich
Director